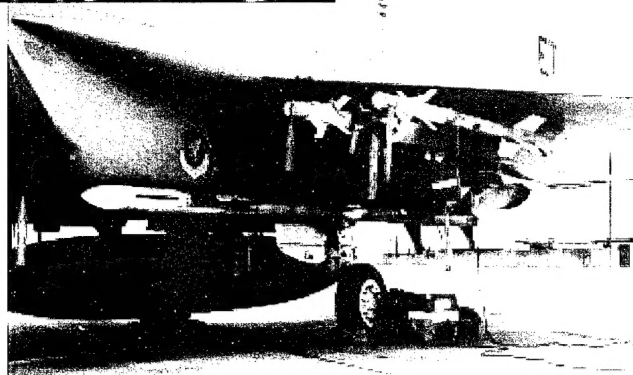
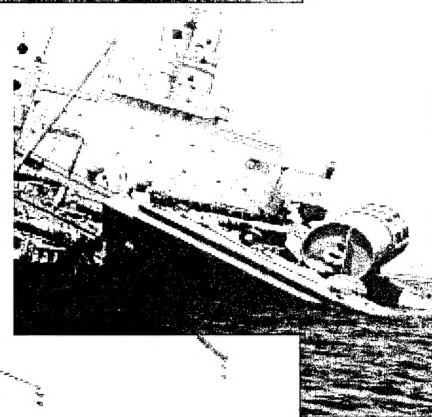
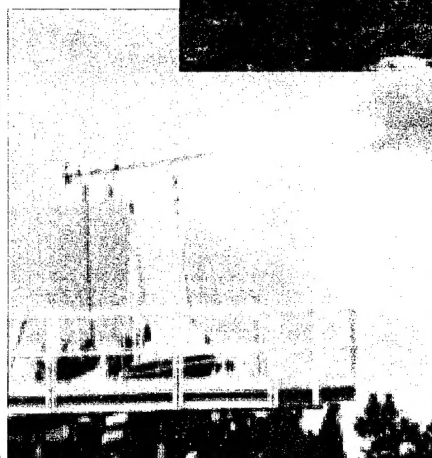
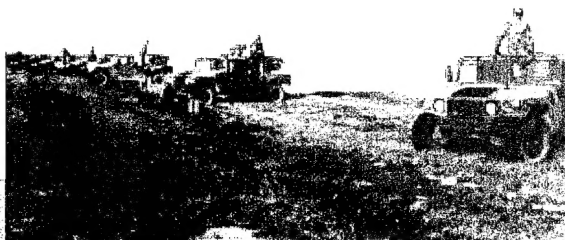
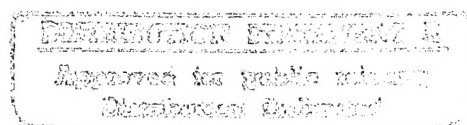




Joint Test and Evaluation Nomination Handbook



Office Of The Deputy Director,
Test, System Engineering and Evaluation,
Air and Space Programs, Washington, D.C.



7-10-77 100-1013

JOINT TEST AND EVALUATION NOMINATION

HANDBOOK

1996

Approved by

Office of the Under Secretary of Defense (Acquisition and Technology) Director,
Test Systems, Engineering and Evaluation/Test and Evaluation

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FOREWORD

The Joint Test and Evaluation (JT&E) Program has been established to evaluate concepts and address needs and issues that occur in joint military environments. The program includes the nomination process; the Joint Feasibility Study (JFS), which determines whether selected nominations are needed and feasible; and, when such a determination is made, the execution of a JT&E by an Office of the Secretary of Defense (OSD) chartered Joint Test Force (JTF).

DoD Directive 5000.3-M-4 describes the JT&E Program process, identifies the principle participants and their responsibilities, and outlines the framework within which each Service supports the program. Service support is described in detail in applicable Service directives and the Memorandum of Agreement on Multi-Service Operational Test and Evaluation and Joint Test and Evaluation which is maintained by the Services' Operational Test Agencies (OTA).

This handbook is one of three that discuss testing and evaluation in a joint military environment: *the Joint Test and Evaluation Nomination Handbook, the Joint Feasibility Study Handbook, and the Joint Test and Evaluation Handbook*. This handbook is designed to provide OSD guidance and direction, information, references and procedures to the Services, Commanders in Chief (CINC), Defense Agencies, the Joint Staff, and OSD Staff relative to the submission, review, and selection of nominations for JT&E programs.

The proponent of this handbook is the Deputy Director, Test and Evaluation. Recommended changes or suggestions for additions should be forward to:

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CHAPTER 1

OVERVIEW OF JOINT TEST AND EVALUATION PROGRAM

A. INTRODUCTION

The Office of the Under Secretary of Defense (Acquisition and Technology) sponsors the Joint Test and Evaluation (JT&E) Program to conduct tests and evaluations and provide information required by Congress, OSD, the Unified Commands and DoD components relative to joint operations. While the original emphasis of the JT&E Program was on joint operational test and evaluation (T&E), evolving multi-Service needs and issues have led to an expansion of the program to include joint developmental and operational T&E. The purpose of the JT&E Program is to bring two or more of the Services together to evaluate technical and operational concepts; to provide information on system requirements and improvements; to examine systems interoperability; to develop and analyze testing methodologies; or to evaluate technical or operational performance under the realistic conditions of interrelated or interacting weapons systems. Models, simulations, test beds, and various types of testing (laboratory, field test, etc.) are used to obtain and validate data to support JT&E conclusions and recommendations. The JT&E Program is directed by the Director, Test, Systems Engineering and Evaluation (D,T,SE&E). The responsibility for management of the program is vested in the Deputy Director, Test and Evaluation (DDT&E).

B. PROGRAM DESCRIPTION

DDT&E manages the JT&E program and develops the means to ensure that productive joint testing and evaluation is accomplished. The policies and details for administration of the program are set forth in DoD 5000.3-M-4, the Joint Test and Evaluation Procedures Manual. The JT&E Procedures Manual also provides a description of the program, OSD and Service responsibilities relative to the program, and defines the JT&E nomination and selection process. Key to the program management structure is its independent status. That is, the program is structured so that it is not influenced by Service biases. While JT&E activities are conducted in accordance with established joint procedures, consistency is maintained with the assigned mission of each participating Service. Responsibility for conducting each JT&E is assigned to a lead Service. JT&E activities will be supported by personnel and resources from the designated participating Services.

The JT&E Program is composed of three separate but closely related activities:

- The nomination, coordination, and consideration of the nomination for inclusion in the JT&E Program.
- A Joint Feasibility Study (JFS) to determine the need and feasibility of approved nominations.

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- The execution of those approved nominations that show potential for significant improvements in joint capabilities.

JT&E Program activities are sequentially accomplished with reviews conducted at designated milestones to assure that OSD and Service resources are available and wisely expended. These activities are designed to be expanded in both scope and detail as information and expertise are developed, thus increasing confidence in program decisions at designated milestones.

Nominations for inclusion in the JT&E Program can be submitted from the Services, the Commanders-in-Chief (CINC), the Joint Staff, and OSD agencies. The nominations will be reviewed by a Joint Test and Evaluation Planning Committee (JT&E PC) and the Senior Advisory Council (SAC). DoD 5000.3-M-4 outlines the duties and responsibilities of the JT&E PC and SAC. The SAC consists of senior officers from OSD and the Services and develops recommendations as to which candidate should be approved for inclusion in the JT&E Program, the priority of recommended nominations, and whether a nomination should proceed to a JFS or directly to a JT&E for planning and execution. Based on the SAC recommendations and the availability of funds, the D,T,SE&E may approve the nomination for execution, direct a JFS, charter a JT&E without the benefit of a JFS, or disapprove the nomination.

Under the oversight of OSD, the lead Service will conduct a JFS to expand and refine an approved nomination, assess the need and feasibility of executing a JT&E, develop an

Analysis Plan for Assessment (APA) and resource/cost estimates for executing the JT&E, and prepare recommendations relative to a potential course of action. If a JT&E is chartered, a Joint Test Force (JTF) will be established and organized to plan and execute the activities identified in the APA, analyze the results, and evaluate the nomination concepts or issues. At the conclusion of the JT&E, reports will be prepared to document JTF findings, conclusions, and recommendations. The approved reports will be briefed and distributed to the Services, the CINCs, and OSD agencies for inclusion in their acquisition programs and joint operations policies and procedures as appropriate.

C. NOMINATION AND SELECTION PROCESS

The process for submission, consideration and approval of a nomination into the JT&E Program is described in the following sections. The identification and specific responsibilities of participants in this process are defined in Chapter 2.

Nomination Criteria

All nominations must satisfy at least one of the following criteria to be considered for inclusion in the JT&E Program:

- Assess the interoperability between Service systems in joint operations and develop solutions to identified problems.
- Evaluate and provide recommendations for improvements in joint technical and operational concepts.

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- Develop and validate system development and testing methodologies having multi-Service application.
 - Evaluate technical and operational performance of interrelated or interacting systems under realistic joint operational conditions.

Nomination Cycle

The JT&E Program begins with a request (call) in October/November to the CINCs, Services, Defense Agencies, Joint Staff, and the OSD staff for nominations with the stipulation that the nominations will be forward to OSD by early March (usually 1 March) of the following year. The CINCs, Services, and agencies will disseminate the nomination call internally and will develop and refine their nominations for submission to D,T,SE&E. All nominations must meet the criteria and requirements established in DoD 5000.3-4-M and this handbook. If a CINC, Service, or agency submits more than one nomination, they should be ordered in terms of importance prior to submission to D,T,SE&E.

If a significant number of nominations are received, DDT&E may host a working level review of the nominations in early March prior to their review by a JT&E Planning Committee. The focus of this working level review (if held) will be to assure the nominations meet the requirements for a JT&E and are ready for review by the JT&E PC. Nominations that are not ready for JT&E PC consideration will be returned to the nominating organization or agency for revision and resubmission.

Shortly after the working level review (usually mid-March), the JT&E PC will convene to review the nominations, exchange information on Service positions, and prepare the nominations for presentation to the SAC. Critical considerations in preparing the nominations for presentation to the SAC will be the determination of multi-Service participation, the ability of the Services to provide the necessary manpower and resources, the expected JT&E results, and an estimate of potential increase in war-fighting capability that the proposed JT&E could produce.

The SAC will convene in June (usually early June) to review and consider the nominations and the JT&E PC recommendations. The SAC will develop recommendations as to which nominations should be approved, will prioritize those recommended for approval, and will recommend which approved nomination should proceed to a JFS or directly to a JT&E. If a nomination is considered valid but cannot be recommended for approval because of the unavailability of resources or funds, the nomination will be returned to the nominating Service or agency for resubmission during the next nomination cycle.

D,T,SE&E will review the SAC recommendations, and the availability of funds, will designate the lead and participating Services, and either direct a JFS or charter a JT&E as appropriate.

JFS Cycle

When directed and with funding from OSD, the lead Service will conduct a JFS to expand and refine the nomination test concept, assess the need and feasibility for executing the

JT&E, develop an Analysis Plan for Assessment (APA), develop a Consolidate Resource Estimate (CRE) for the JT&E, and prepare the resource requirements in the proper formats for submission to the Services.

There are two pacing factors for JFS execution: the SAC (June) and the Fiscal Year Budget release (October). If the JFS is directed immediately after the SAC, the JFS will have 11 months to complete their study and present all findings and recommendations to the next SAC. In this case, suggested milestone reviews are an In Progress Review (IPR) in November (establish, organize, develop a JFS WBS), a Technical Advisory Board (TAB) review in February (proposed concept), a TAB review in May (JFS results/APA), and presentation to the SAC in June (JFS results/recommendations). If the JFS is directed after the release of the next year's fiscal budget, the JFS will have 8 months to complete their study and present their findings and recommendations to the next SAC. Suggested milestone reviews would have to be compressed to meet the SAC in June.

JT&E Cycle

When chartered, and with funding from OSD, the lead Service will establish and organize a JTF that will execute the JT&E, analyze the test results, and formally report its findings, conclusion and recommendations to the TAB, SAC, OSD, and the Services.

There are two pacing factors for JT&E execution: when the JTF is chartered and the annual SAC (June). If chartered immediately following a June SAC, the JTF will have roughly 36 months to complete the JT&E and report the results to the TAB, SAC, and D,T,SE&E. Suggested milestone reviews are an IPR in July or August (establish, organize, develop a JTF WBS), TAB reviews as required of technical planning, progress reviews, and a presentation of JT&E results and recommendations to a SAC in June of the third year. If the JTF is chartered in October following release of the next fiscal year budget, the JT&E should be completed in 32 months to meet the annual SAC schedule and all milestones will have to be adjusted accordingly.

CHAPTER 2

JT&E PROGRAM ADMINISTRATION

A. INTRODUCTION

This chapter describes the funding responsibilities, makeup, and responsibilities of the primary participants in the JT&E Program. OSD is the program sponsor, D,T,SE&E directs the program, and DDT&E has continuing responsibility for program management. DDT&E is supported in the execution of this task by elements of OSD, the Services, and the Joint Staff. The management structure used by the Services to support the JT&E Program varies. In general, points of contact (POC) within OSD, the Joint Staff, and the Service headquarters are designated to assist in staffing JT&E nominations, provide liaison on policy and procedures issues, and staff the JT&E Program review groups and organizations. This chapter also identifies the duties and responsibilities of the review groups and organizations that actively participate in the JT&E nomination, review, and selection process.

B. FUNDING RESPONSIBILITIES

JT&E Program funding is in accordance with the DoD Budget Guidance Manual (DoD 7110-1-M). More specifically the Services will fund for the administration and daily operation of JT&E activities. OSD will provide funds for unique cost. DoD 7110-1-M directs that:

"The costs incurred are for the direction, supervision, and performance a JT&E and will be for those areas which are unique to the needs of the JT&E. In the accomplishment of a Joint

Test, the components will be reimbursed from these funds for those unique costs as defined in the Glossary of Terms. When directed as Executive Agent (lead Service) for a particular JT&E, the component will be responsible to the Secretary of Defense for ensuring that all resources necessary for the successful accomplishment of the JT&E are available to the JTD. This includes administrative management support and facilities for the JTD. The component support (O&M, Procurement, and RDT&E) costs are to be programmed and budgeted for (in the Service accounts) in accordance with their established budgetary procedures."

DoD 7110-1-M defines unique Test and Evaluation costs as follows:

"this refers to costs such as: feasibility determination of a proposed joint test; the provision for test design and planning support for joint test selected; the development, installation, and operation of special instrumentation; transportation, travel, and per diem costs for test director's (FSD/JTD) staff; the modification of test articles as surrogates and to permit obtaining test data; transportation of equipment from permanent bases to the test site and return; and the provision for data collection and collectors, data reduction, analysis, and test reporting services. Transportation and per diem of participating personnel and maintenance and supply cost are not considered unique."

Thus costs that are incurred solely as a result of conducting a JT&E and that cannot be regarded as providing long-term mission-oriented benefits (such as training or readiness) are normally funded by OSD. The precise line between costs that are the responsibility of one of the participating Services and costs that should be funded or reimbursed by OSD is not always easy to define. Any discussions relative to funding of any JT&E activity or support should be brought to the attention of DDT&E for clarification and resolution.

OSD will disperse Research, Development, Test and Evaluation (RDT&E) funds to pay for the travel and per diem of directors, their staffs, and contractor support, and the cost of specialized equipment, instrumentation, and other physical assets required to support JT&E activities. These funds may also be appropriated for the support of research and development analysis; for the development, design, purchase, fabrication, or modification of experimental, test, or prototype articles; for the conduct of developmental test and evaluations and operational test and evaluations; and for the cost of specialized equipment, instrumentation, and facilities required to support research and development that is directly related to the JT&E.

Service funding normally pays for those expenses necessary for the daily operation and maintenance (O&M) of JT&E activities. The lead Service will fund those costs associated with facilities, personnel, and administrative support for JT&E activities. Among items covered by O&M funds are pay for civilian personnel, travel (other than directors and staff), transportation, utilities and rents, Service-owned equipment maintenance, supplies, printing, reproduction,

and communications equipment. This is true even if the JFS or JT&E is conducted at an industrially funded location. It should be noted that lead service cost will *increase significantly* for industrially funded locations.

C. RESPONSIBILITIES OF PARTICIPANTS IN THE JT&E PROGRAM

Director, Test, Systems Engineering and Evaluation (D,T,SE&E)

D,T,SE&E directs and has responsibility for the direction of the JT&E program. In coordination with Director, Operational Test and Evaluation (DOT&E), the Joint Staff, and the Services, D,T,SE&E selects those nominations that will be conducted as a JT&E. D,T,SE&E responsibilities also include the provision of funds for items unique to the JT&E, approval of Service nominations for directors and deputies, and the approval of JT&E results. Specific D,T,SE&E responsibilities relative to the nomination process are:

- Establish policy and direction for the JT&E program
- Prepare plans, programs and budgets for the JT&E Program
- Solicit nominations for JT&Es
- Provide a chairman for the JT&E Planning Committee
- Co-chair the JT&E SAC

- Select and approve nominations for inclusion in the JT&E Program (in coordination with DOT&E, the Joint Staff, and the Services)
- Direct the conduct of a JFS, or charter a JT&E (as appropriate)
- Appoint the lead and participating Services
- Approve the Service nominations for directors and deputies
- Provide RDT&E funds for unique JT&E Program costs (DoD Budget Guidance Manual 7110-1-M)
- Approve the findings, conclusion, recommendations, and reports of the nomination review participants (in coordination with the Joint Staff and the Services)

Director, Operational Test and Evaluation (DOT&E)

DOT&E participates in and supports the JT&E nomination and approval process. Specific DOT&E responsibilities relative to the nomination process are:

- Provide a permanent member for the JT&E PC
- Co-chair the JT&E SAC
- Support the selection and approval process of nominations (in conjunction with D,T,SE&E, the Joint Staff, and the Services)

- Review and approve nomination test concepts that involve operational tests

Deputy Director Test and Evaluation (DDT&E)

DDT&E is responsible for the daily oversight and management of the JT&E Program. Specific DDT&E responsibilities relative to the nomination process are:

- Co-chair the JT&E PC
- Serve as the Executive Secretary to the SAC
- Provide OSD funds (PE65804D) for unique JT&E Program costs
- Approve all regulations, manuals, and directives involving JT&E policy

The Joint Staff

The Joint Staff is an integral part of the nomination process as JT&Es, by definition, involve joint operations, concepts, organizations, tactics, or procedures. The Joint Staff office responsible for JT&E support is J-8. J-8 responsibilities include an evaluation of all nominations as they relate to joint doctrine or missions, an evaluation of their potential impact on joint capabilities, and coordination for their inclusion in joint exercises. Specific Joint Staff responsibilities relative to the nomination process are:

- Encourage CINCs of Unified Commands to nominate JT&Es that are relevant to their operational responsibilities

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- Receive and review nominations from the CINCs
 - Review nominations from the Services, Defense Agencies, and OSD concerning joint doctrine or missions
 - Provide a permanent member for the JT&E PC
 - Provide a permanent member for the JT&E SAC
 - Identify the Unified Commands that would be users of the nomination results and assess the potential impact of the nomination results on joint operations
 - Identify opportunities, make recommendations, and coordinate on the integration of nomination activities into joint exercises

Services

The Services are responsible to actively participate in the nomination and selection process and support all aspects of approved JT&E activities. Each Service with an interest in the subject of a nomination will be considered a potential participant in the proposed JT&E and the planning, execution, and reporting thereof. One Service will be designated as the lead Service and will be responsible for supporting the proposed JT&E if it is approved for execution. The lead Service will be responsible for providing the director, one of the deputies, the majority of Service personnel, office space and related facilities, administrative services, and support in such areas as secretarial support,

travel, contracting, personnel administration, comptroller functions, supply, and logistics. The participating Services will provide Service deputies and a balanced percentage of personnel for the conduct of the planned activities. Specific Service responsibilities relative to the nomination process are:

- Identify areas that could benefit from a JT&E; request nominations from subordinates; and review, prioritize, and submit nominations annually to D,T,SE&E
- Provide a permanent member to the JT&E PC
- Provide a permanent member to the SAC
- Function as lead or participating Service during the nomination review process and provide information/coordination as required

The following sections provide additional information and guidance relative to the points of contact and responsibilities within each of the Services.

1) United States Army (USA). The Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) Force Development, is the Headquarters Department of the Army POC for JT&E policy and resource issues. ODCSOPS issues the call for Army JT&E nominations and approves and prioritizes those that are forward for OSD consideration. The Operational Test and Evaluation Command (OPTEC) is the overall Army manager and resource provider for joint tests. The ODCSOPS representative provides Army interface and

liaison during the JT&E PC review and preparation of the nominations for presentation to the SAC. ODCSOPS, in conjunction with OPTEC, coordinates on the nomination requirements for Army resource support. OPTEC also provides recommendations to ODCSOPS relative to Army directors, deputies, and proponents to support the Army nominations.

2) United States Navy (USN). The Office of the Director of Test and Evaluation and Technology Requirements (N091) is the Headquarters Navy POC for JT&E matters, more specifically the Test and Evaluation Division (N912D2). N091 issues the call for Navy nominations and approves and prioritizes those that are forward for OSD consideration. N091 will staff the selection of a sponsor for a proposed JT&E from the Chief of Naval Operations (CNO) staff organizations and will assign a CNO priority. The CNO staff sponsor is responsible for staffing the selection of a field-level Navy agent that will support the proposed JT&E (nomination). N912D2 will provide Navy interface and liaison during the JT&E PC review and preparation of the nomination for presentation to the SAC. N912D2, in conjunction with the Navy staff and field-level sponsor, will coordinate on the nomination requirements for Navy resource support.

3) United States Air Force (USAF). The Directorate of Test and Evaluation (USAF/TE) sets Air Force policy for JT&Es and is the Headquarters Air Force POC for participation in the JT&E program. The Air Force Operational Test and Evaluation Center (AFOTEC) assists HQ USAF/TE in the execution of the JT&E program and is designated

as the Air Force manager for chartered JT&Es. USAF/TE issues the call for USAF nominations and reviews, approves, and prioritizes those that are forward for OSD consideration. AFOTEC provides USAF interface and liaison during the JT&E PC review and preparation of the nomination for presentation to the SAC. AFOTEC, in conjunction with USAF/TE, will coordinate on the nomination requirements for USAF resource support.

4) United States Marine Corps (USMC). Within the Headquarters USMC, the responsibility for JT&E is shared between several deputies. Experience would indicate that initiation of a USMC JT&E nomination is unlikely. If such a requirement were to occur, the USMC would respond to the Navy call for nominations. The USMC nomination would then be consolidate with the Navy nominations that are forwarded to OSD for consideration. N912D2, in coordination with the designated USMC representative, will provide USMC interface and liaison during the JT&E PC review and preparation of the nomination for presentation to the SAC. N912D2, in conjunction with the USMC representative, will coordinate on the nomination requirements for USMC resource support.

JT&E Planning Committee (JT&E PC)

The JT&E Planning Committee is a working group that assists in developing and evaluating nominations and preparing them for senior level review. DDT&E is the JT&E PC chairperson, with permanent membership composed of one representative from the Joint Staff, DOT&E, OSD PA&E, and each of the Services. All members coordinate and interface

with their respective Services or agencies and must have the authority to speak for the organizations they represent. The Services and agencies may send additional personnel to the JT&E PC meetings to provide information and technical assistance as may be required for a particular nomination. JT&E PC meetings are generally held in early March to consider and prepare the JT&E nominations for presentation to the SAC. Specific JT&E PC responsibilities relative to the nomination process are:

- Review, prioritize, and prepare nominations for SAC review
- Determine that nominations meet established JT&E criteria
- Ascertain feasibility of proposed JT&E and validity of potential results
- Identify possible duplications of effort and potentials for consolidation
- Ascertain validity and availability of nomination resource estimates
- Function as action staff for the SAC
- Recommend approval of those nominations that show potential for significant improvement in joint capabilities
- Prioritize those nominations that are recommended for approval

Senior Advisory Council (SAC)

The SAC is a senior-level group that will review the nominations (and the comments and

recommendations of the JT&E PC) and recommend to D,T,SE&E which should be approved for execution. The SAC will prioritize those recommended for approval and recommend which should proceed to a JFS or directly to a JT&E.

The Service members of the SAC commit the required service personnel to conduct the proposed JT&E activities. The SAC is co-chaired by D,T,SE&E and DOT&E, with permanent membership consisting of one member from the Joint Staff, each of the Services, OSD PA&E, and other OSD agencies as appropriate. The chairperson of the JT&E PC will function as the executive/advisor to the SAC. Specific SAC responsibilities relative to the nomination process are:

- Review and recommend JT&E Program management and policy changes
- Recommend approval of and prioritize nominations to be conducted as JT&Es
- Recommend which nominations should proceed to a JFS or directly to a JT&E
- Commit Service resources to support approved nominations

D. INTERSERVICE AGREEMENT ON JT&E

The Commanders of the Operational Test Agencies (OTAs) of the Services (OPTEC, OPTEVFOR, AFOTEC, and MCOTEA) have executed a Memorandum of Agreement (MOA) on Multi-Service Operational Test and Evaluation (MOT&E) and JT&E. The MOA provides

guidance for planning, conducting, evaluating, and reporting T&Es involving two or more OTAs. Organizations or Agencies preparing nominations for the JT&E Program should be familiar with this MOA. The MOA:

- Outlines the relationships between the lead and participating Services and lists their duties and responsibilities

- Requires and provides for the coordinated development of a Consolidated Resource Estimate (CRE)
- Outlines funding responsibilities
- Defines the duties and responsibilities of the lead and participating Services

CHAPTER 3

NOMINATION PREPARATION

A. INTRODUCTION

In most cases the approval of a JT&E nomination will depend on its preparation and how well it is presented during the review and approval process. The significance of the nomination can be lost if the nominating agency fails to make its case. A well thought out nomination should contain a description of the proposed JT&E in terms of purpose and expected results, issues, concepts, objectives, problems, utility, and expected impact on joint effectiveness. The nomination should also identify anticipated users of the proposed JT&E results; provide a realistic program schedule/milestones; identify hardware, software, personnel, and instrumentation requirements; provide a test concept outline that is achievable; estimate required funds and resources; identify known or projected shortfalls; and list those organizations concurring in the nomination. The nomination should provide those involved in the nomination and approval process with a complete understanding of the issues or proposed concepts as seen through the eyes of the nominating command or agency. Above all, the information in the nomination should be in sufficient detail to convince the review agencies that the proposed JT&E will significantly improve the efficiency of joint operations.

B. NOMINATION FORMAT

Nominations may vary considerably in size and technical complexity. The key to a SAC

recommendation for nomination approval is its potential for improved joint capabilities, the level and extent of interest in and support of the nomination, and sufficient information to support a proposed Outline Test Concept, Plan of Action and Milestones, and an estimate of required funds and resources. The following is an example of a JT&E nomination format that could be tailored to the specific requirements of a nomination.

- Title
- Problem Statement
- Issue(s), Objective(s), Utility, and Impact
- Users of JT&E Results
- JT&E Program Schedule and Milestones
- Unique Requirements
 - Required Ranges/Facilities
 - Hardware and Software
 - Environment
 - Personnel
 - Instrumentation
- Suggested Lead/Participating Services
- Suggested Participants
- Outline Test Concept
- JFS Plan of Action/Milestones
- Estimate of Funds and Resources
- Known/Projected Shortfalls
- Agencies/Organizations/CINCS Concurring in the Nomination
- Nominee for JFS Director
 - Operational Experience
 - Technical Experience
 - Availability
- JFS Location

C. NOMINATION PREPARATION

It is incumbent on the nominating organization or agency to devote the required time and resources to assure that a nomination and the accompanying presentations are quality products. The initial step in the preparation of a JT&E nomination will be the identification of a joint issue or problem and the formulation of a concept for resolution of the issue or problem. The issue/problem and concept for resolution must then be coordinated with all interested or involved agencies and organizations to determine the degree and level of support that will be available during the nomination review and approval process. Current budget constraints require that the expenditure of OSD and Service resources be limited to those that are the most pressing and most significant. The level and extent of coordination support for the nomination will be a significant factor in whether or not the nomination is approved.

The preparation of a nomination should start early and continue in parallel with the nomination, review, and approval process. It would be wise for organizations contemplating a JT&E nomination to staff and develop the nomination concept prior to the CINCs, Services, and agencies internal dissemination of the OSD call for nominations (October/November). This will assure that a well thought out concept can be forwarded in response to the internal dissemination call. Nominations that are not adequately prepared will either be disapproved or returned to the nominating organization for revision, expansion, or additional justification. It is unlikely that corrections can be made for resubmission of a nomination within the current review and

approval cycle. The following guidance is provided relative to preparation of specific sections in the suggested nomination format. The suggested format may not be appropriate for all nominations and should be modified as required.

Title- Select a simple title that is descriptive of the nomination.

Problem Statement- Provide a concise statement of the existing situation or problem that is the basis for the nomination.

Test Issues, Concepts, Objectives, Utility, and Impact- Nominations are manifestations of field situations. This section provides a background (real world view) of the situation or problem and the relationship of associated policies, directives, regulations, and doctrine. This section should also include a description of the following when applicable:

- A clear and concise statement of the issue(s) that the nomination will address. In most cases, the issue(s) will be stated as questions that a JT&E must answer to resolve the problem.
- A concept for addressing the nomination issue(s) and, in turn, the problem. The concept will generally be a new or revised way of doing something that involves combinations of systems, equipment, procedures, and personnel.
- An overview of the program objectives that the proposed JT&E would achieve. These objectives define the specific areas of joint

operations or capabilities that will be improved.

- An assessment of the utility of the JT&E in terms of expected results. Utility should also include an assessment of the risk and probability of success associated with the program objectives.
- A projection of the impact of the proposed JT&E on joint operations and capabilities. These projections should relate to specific areas of joint capabilities. Nomination presentations should defend these projections.

Users of Results- Identify the specific organizations that will benefit from the JT&E in terms of improved operational capabilities.

Program Schedule and Milestones- The nomination should identify the required test activities and events that must be accomplished during the proposed JT&E and contain a schedule that shows they can be accomplished within the three years allotted for a JT&E. The schedule should also identify the critical milestones that must be met.

Unique Requirements- The nomination should identify unique requirements such as special participants, threats, simulations, ranges, environments, instrumentation, communications, etc. that will be required to execute the JT&E. Unique requirements would also include those equipment and facilities that may not be readily available, or equipment, models, and instrumentation that might have to be modified or developed to support the planned test activities or events.

Suggested Participants- The nomination should identify all participants required to support the proposed JT&E. This portion of the nomination must be as accurate as possible. SAC recommendations for approval of the nomination will depend to a large degree on the ability of the Services to provide the required resources.

Suggested Lead and Participating Services- The nomination should contain a suggestion (and rationale) for the lead and participating Services. The suggestions should have initial coordination with the respective Services.

Outline Test Concept- The nomination should contain an Outline Test Concept that shows what must be accomplished to execute the proposed JT&E. The Outline Test Concept should be in sufficient detail so that the SAC can evaluate the nomination in terms of its technical feasibility. The Outline Test Concept will form the basis for development of a Program Test Design should the nomination be approved for a JFS.

Plan of Action and Milestones- The nomination should contain a Plan of Action and Milestones (POA&M) for accomplishment of the JFS. As a minimum, the POA&M should identify: where the JFS will be accomplished; who will be responsible for its conduct; the responsibilities for providing facilities, funding, and resource; a WBS and schedule for the JFS; and the identification of milestones for reviews at critical points in JFS execution.

Estimate of Funds and Resources- The nomination must include an estimate of

funds and resources that will be required to accomplish the JFS and JT&E. JFS and JT&E resource estimates should be presented separately and include daily as well as projected test activities. These estimates can be developed by identifying what, where, when, and how long resources will be required; cost each resource, and then aggregating the cost. Cost estimate presentations should be by provider (OSD, each of the Services) by year required.

Known/Projected Resource Shortfalls- All known and projected resource shortfalls should be addressed. Those identified shortfalls should be followed by recommendations for overcoming them and a statement of impact if they cannot be resolved.

Agencies/Organizations Concurring in the Nomination- The nomination should identify all agencies and organizations concurring in the nomination. The specific concurrences, the extent and level of support for the nomination, and the significance each coordinator must be expressed in terms of joint capability.

Nominee for JFS Director- The nomination should provide the name and qualifications of the nominee for the FSD. The nominee should be an 05/06 (possibly a GS/GM of equivalent rank) with T&E experience and a background in the subject matter of the nomination. The nomination should address the availability of the FSD nominee and whether it is likely that he or she will be available for transition to the JTF.

Recommended JFS Location- The nomination should contain a recommendation for the location of the proposed JFS and an

assessment of the availability of facilities and support.

D. NOMINATION SUBMISSION

A nomination should be staffed by the preparing organization to assure it meets all nomination requirements and the information contained or presented is accurate. If the nomination is forward to OSD for consideration, the nomination sponsor should contact his counterpart on the JT&E PC and assist as the nomination is being prepared for presentation to the SAC.

It is advisable that the nomination sponsor be the FSD nominee. It is also advisable that the nomination sponsor brief the nomination to the SAC. Advance copies of the nomination and presentation should be provided to the SAC members to allow them time to review it prior to the formal presentation.

The formal presentation to the SAC should be in the form of viewgraphs and should be limited to 50 minutes. If the presentation requires more time, that should be arranged and coordinated as needed. The nomination briefer should work with the JT&E PC to anticipate questions that might arise and have back up materials available to answer potential questions. If the briefer is unable to answer any SAC question, he should so state and forward an appropriate response to the question to the SAC members and DDT&E as soon as possible following the presentation. The SAC members have been through numerous nomination presentations and are well versed in both the technical and procedural aspects of military activities.

ANNEX A

LIST OF ACRONYMS

This annex is a consolidation of acronyms commonly used in the development of JT&E Program documents.

ACC	Air Combat Command (Air Force)
ACTD	Advanced Concept Technology Demonstration
ADP	Automated Data Processing
AFOTEC	Air Force Operational Test and Evaluation Center
APA	Analysis Plan for Assessment
CATEX	Categorical Exclusion
CDP	Close Down Plan
CINC	Commander in Chief
COI	Critical Operational Issue
COMSEC	Communications Security
CMC	Commandant of the Marine Corps
CNO	Chief Naval Operations
CPO	Civilian Personnel Office
CPX	Command Post Exercise
CRE	Consolidated Resource Estimate
DESA	Defense Evaluation Support Activity
DCSOPS	Deputy Chief of Staff for Operations (Army)
DC/S R&P	Deputy Chief of Staff for Requirements and Programs (Marine Corps)
DDT&E	Deputy Director Test and Evaluation
DIA	Defense Intelligence Agency
DMAP	Data Management and Analysis Plan
DoD	Department of Defense
DoDD	Department of Defense Directive
D,T,SE&E	Director, Test, Systems Engineering and Evaluation
DTD	Deputy Test Director
EA	Environmental Assessment
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FDMC	Fiscal Director Marine Corps
FFRDC	Federally Funded Research and Development Center
FMF	Fleet Marine Force
FOA	Field Operating Agency (Air Force and Army)
FONSI	Finding of No Significant Impact
FSD	Feasibility Study Director
FY	Fiscal Year
FYTP	Five Year Test Plan
GOSC	General Officer Steering Committee
HQMC	Headquarters Marine Corps
HRD	Human Resource Department
HRO	Human Resource Office
IDRL	Integrated Data Requirements List
IPR	In-Process Review
JADO/JEZ	Joint Air Defense Operations/Joint Engagement Zone
JCCD	Joint Camouflage Concealment & Deception

JCS	Joint Chiefs of Staff
JFS	Joint Feasibility Study
JMEM	Joint Munitions Effectiveness Manual
JPO	Joint Program Office
JT	Joint Test
JT&E	Joint Test and Evaluation
JTAMS	Joint Tactical Missile Signature
JTD	Joint Test Director
JTF	Joint Test Force
MACOM	Major Command (Army)
MAJCOM	Major Command (Air Force)
MCO	Marine Corps Order
MCOTEA	Marine Corps Test and Evaluation Agency
MCSYSCOM	Marine Corps Systems Command
MCSYSCOM/T&E	Marine Corps Systems Command/Test and Evaluation
MLM	Mission Level Measure
MOA	Memorandum of Agreement
MOE	Measure of Effectiveness
MOT&E	Multi-service Operational Test and Evaluation
MOP	Measure of Performance
NEPA	National Environmental Policy Act
N091	Office of Director of Test and Evaluation
N912D2	Office of Director of Test and Evaluation and Technology Requirements Test and Evaluation Division (Navy)
O&M	Operations and Maintenance
OPSEC	Operational Security
OPTEC	Operational Test and Evaluation Command (Army)
OPTEVFOR	Operational Test and Evaluation Force (Navy)
OSD	Office of Secretary of Defense
OTA	Operational Test Agencies
OT&E	Operational Test and Evaluation
OTP	Outline Test Plan (Army)
PC	Planning Committee
PCS	Permanent Change of Station
PID	Program Identification Document
POC	Point of Contact
POM	Program Objective Memorandum
PTP	Program Test Plan
PY	Program Year
QC	Quality Control
SAC	Senior Advisory Council
SCG	Security Classification Guide
SCI	Special Compartmented Information
SCIF	Special Compartmented Information Facility
SME	Subject Matter Expert
SSO	Special Security Office
T&E	Test and Evaluation
TAB	Technical Advisory Board
TAG	Technical Advisory Group
TDY	Temporary Duty
TEIN	Test and Evaluation Identification Number (Navy)
TRP	Test Resources Plan (Air Force)
TSARC	Test Schedule and Review Committee (Army)
WBS	Work Breakdown Structure

ANNEX B

GLOSSARY OF TERMS

Analysis Plan for Assessment (APA)

A document published by the JFS team that stipulates what actions must be accomplished by a JTF in order to collect and analyze sufficient data to resolve the JT&E issues and/or concepts. The APA specifies what must be done in sufficient detail so that the JFS team can quantify the resources required to accomplish the JT&E.

Battalion Training Strategy (OPTEMPO)

The actual cost of parts and fuel to operate annual miles for vehicles and hours for aircraft executing training in the field army.

Critical Operational Issues (COI)

The major issues (questions/problems) that a JT&E is addressing, usually phrased in the form of a question.

Data Management and Analysis Plan (DMAP)

A program level document that details what data will be collected, how it will be cataloged, stored, controlled, analyzed, and archived. The program DMAP also contains detailed procedures for these functions. A DMAP may also be required to detail what and how data will be collected, managed, and analyzed for a specific test activity.

Defense Evaluation Support Activity (DESA)

A DoD support organization available to JFS and JTF teams for advice and support regarding virtually all aspects of JT&E.

Designated Support Agent

The organization or agency that is designated by competent authority to provide support to a JFS. Frequently referred to as the support agent.

Environmental Assessment (EA)

A study required by the National Environmental Policy Act (NEPA) to determine if significant environmental impacts are expected from a proposed activity.

Environmental Impact Statement (EIS)

A report required by NEPA that describes the environmental consequences of a proposed activity.

Feasibility Study Team

The personnel who perform a JFS.

Feasibility Study Director (FSD)

The person appointed as responsible for the conduct of the JFS.

Free Play

Activities of a player staff as it responds to stimuli provided by the control structure of a "game," where the stimuli are logical consequences of previous player actions. In this context, a game is some representation of the real world intended as context for training of the player staff.

General Officer Steering Committee (GOSC)

A group of General Officers from the Services interested in a particular JT&E issue or operational concept who are invited by the FSD to advise on issues of doctrine, policy, or tactics.

The intent is to capture and integrate Service representation in the JFS at a senior officer level.

Instrumentation

Equipment used during a test activity to capture and record data.

Issue

A question that a nomination poses that a JT&E will resolve. The measures and data elements are designed to resolve the issues.

Joint Feasibility Study (JFS)

A formal study undertaken to determine whether a proposed JT&E should be chartered for execution by a Joint Test Force (JTF).

Joint Test Director (JTD)

The person appointed as responsible for executing a chartered JT&E and directing the efforts of the JTF. Should be an O-6 (possibly GS-15) with test and evaluation experience and a background in the technical aspects of the nomination.

Joint Test and Evaluation (JT&E)

Those activities dedicated to addressing an issue or concept that was nominated by OSD, Joint Staff, CINC, or the Services and has been chartered by OSD to be conducted by a JTF.

Joint Test and Evaluation (JT&E) Program

Those activities managed by DDT&E for the DoD, including all active and proposed JFSs and JTFs. Frequently confused with the actions of a JTF, which are to conduct a joint test and evaluation dealing with an issue or concept, the JT&E program includes all functions that support the JT&E such as the convening and support of JT&E planning committees, SACs, TABs, GOSCs, and program and budget functions.

Joint Test Force

A formal organization lead by a JTD and staffed by the Services for a specific time period to conduct a JT&E under the auspices of an OSD charter.

Measure of Effectiveness (MOE)

A quantifiable entity that expresses the effectiveness of a system or concept under test. An MOE can also be defined as an algorithm that uses data to be collected to compute a quantity called the measure.

Mission Level Measure (MLM)

A quantitative or qualitative measure of a system's capabilities or characteristics in terms of their effect on the mission of which the system is a part.

Measure of Performance (MOP)

A quantitative or qualitative measure of a system's capabilities or characteristics.

Nomination

The process used to bring joint issues and concepts to the attention of the D,T,SE&E.

Objectives

Good designed to focus attention on those areas that require or involve test activities to resolve the issues or concepts being tested. Activity progress can be measured in terms of attaining the test objectives.

Outline Test Plan (OTP)/Test Resource Plan (TRP)

Those resource requirements documents used by the Army and Air Force respectively for users to specify personnel and equipment requirements to be used in the support of joint test activities.

Piggyback

A form of testing where a joint test force uses deployed resources of one or more Services for testing before, during, or after a concurrently scheduled Service or Joint Staff training exercise in order to collect data.

Program Analysis Methodology

That portion of the PTD that defines what analyses must be done using the collected data elements to address all of the issues.

Analysis Plan for Assessment

A document published by the JFS team that stipulates what actions must be accomplished by a JTF in order to collect and analyze sufficient data to resolve the JT&E issues and/or concepts. The APA specifies what must be done in sufficient detail so that the JFS team can quantify the resources required to accomplish the JT&E.

Quick-Look

Those procedures established to assure that the amount and quality of data being collected during test activities is adequate.

Reconstruction

A posttest analysis process used to verify the accuracy of collected data by alignment of the data to test activities.

Senior Advisory Council (SAC)

An advisory body that reviews selected nominations, the results of JFSs and JTFs, and recommends appropriate actions to the D,T,SE&E.

Service Deputy

A senior person appointed by a Service to participate in a JFS. This person serves as a functional member of the JFS while representing the interest of the appointing Service and should be an O-5 or O-6 with test and evaluation experience and a background in the technical aspects of the nomination.

Technical Advisor

A JFS member designated by the FSD to advise on technical matters and to resolve any technical differences of opinion within the JFS. The technical advisor is responsible for keeping JFS activities focused on chartered concepts and/or issues.

Technical Advisory Board (TAB)

A group of senior scientists, engineers, and analysts who advise the DDT&E, SAC, JT&E PC, FSDs, and JTDs on technical matters relevant to JT&Es.

Technical Advisory Group (TAG)

A advisory body formed to provide direct technical support and advice to a JFS. The TAG composition is similar to the TAB but is not as senior.

Test Activity

A collective term used to describe a total series of related tests or studies conducted to collect and analyze data. Test activities can range from analysis using studies and models to field tests that involve deployed combat units.

Test Manager

A JTF member responsible for the planning, execution and reporting of a specific test activity.

ANNEX C

POCs for JT&E SUPPORT

OSD	DDT&E Tel - (703) 697-3406 FAX - (703) 614-7040 E-Mail LEDESMAR@ACQ.OSD.MIL	JT&E Coordinator Tel - (703) 578-6581 Fax - (703) 578-6583 E-Mail BLOOMELE@ACQ.OSD.MIL
JCS	Joint Staff/J8 Tel - (703) 694-9759 FAX - (703) 694-6601	
USAF	USAF/TEP Tel - (703) 695-0900 FAX - (703) 695-0803 E-Mail BRECHWAJ@TEP.HQ.AF.MIL	AFOTEC/XRJ DSN - 246-5339 Tel - (505) 846-5339 FAX - (505) 846-5214 E-Mail MAGEEW@P3.AFOTEC.AF.MIL
USA	DCSOPS (DAMO-FDR) Tel - (703) 697-4044 FAX - (703) 614-2675 E-Mail AGOSTA@PENTEMH8.ARMY.MIL	OPTEC CSTE-OPM Tel - (703) 681-6518 DSN - 289-6518 FAX - (703) 681-7584 E-Mail YOUNGA@OPTECI.ARMY.MIL
USN	OP 912D2 Tel - (703) 697-1485/0181 DSN - 227-1485/0181 FAX - (703) 697-1070	
USMC	MCSYSCOM Code (TE) Tel - (703) 784-5964 FAX - (703) 784-3432 E-Mail MEADP@MQG-SMTP3.USMC.MIL	
DESA	DESA-BMC Tel - (505) 262-4529 Fax - (505) 260-2759 E-Mail HOLMESB@DESA.OSD.MIL	

ANNEX D

RELATED JT&E DOCUMENTS

DoD Instruction 5000.2

This DoD Instruction provides the basic framework for the Test and Evaluation of programs sponsored or supported by OSD.

DoD Manual 5000.3-M-4

This manual provides a description of the joint test and evaluation nomination and selection process, describes the organizational framework within each Service that supports the program and identifies principal participants and their respective responsibilities.

DoD Manual 7110.1-M1

This manual outlines the procedures for the distribution and use of OSD funds in support of OSD sponsored or supported projects.

DoD Manual 5220.22-M

This manual provides detailed information relative to the Government Information Security Program for safeguarding classified information.

DoD Directive 3200.11-D

This directive is a summary of Major Range and Test Facility capabilities.

DoD Directive 3200.12

This directive outlines the mission, responsibilities, and functions of the Defense Technical Information Center (DTIC). Copies of all approved JFS generated technical documents and reports should be forwarded to DTIC.

DoD Directive 4120.14

This directive establishes guidelines relative to Environmental Concerns for DoD programs.

DoD Directive 5230.24

This directive establishes the requirement for all managers of technical programs to assign distribution statements to technical documents generated within their program.

DoD Directive 6050.1

This directive is a list of activities that have previously been found to have no detrimental effects on the environment and do not require an EA or EIS.

DIA Regulation 55-3

This regulation is a guide for obtaining threat information support.

DoD Regulation 5200.1-R

This regulation establishes requirements relative to the government information security program.

Memorandum of Agreement on Multi-Service Test and Evaluation and Joint Test and Evaluation

This MOA provides the basic framework for T&E conducted by two or more Operational Test Agencies.

Joint Feasibility Study Handbook

This handbook consolidates OSD guidance and direction, information, references, and procedures on conducting a Joint Feasibility Study.

Joint Test and Evaluation Handbook

This handbook consolidates OSD guidance and direction, information, references, and

procedures on conducting a Joint Test and Evaluation.

AFOTEC Instruction 99-101

This Instruction provides the guidelines and procedures for the AFOTEC conduct of OT&E on Air Force systems. The instruction contains guidance relative to resource planning and funding of Joint Test and Evaluations.

AFOTEC Pamphlet 55-8

This pamphlet is a guide for resource managers and test managers on procedures for preparing the Test Resource Plan (TRP).

Army Regulation 15-38

This regulation provides guidance and establishes procedures governing the Test Schedule and Review Committee (TSARC).

Test Schedule and Review Committee Handbook

This handbook provides TSARC members and the user test community with a concise document that combines information from many sources for use in preparing Outline Test Plans (OTPs) for inclusion in the Department of Army Five Year Test Program (FYTP)

Marine Corps Order 5000.11B

This Order establishes guidance for the Test and Evaluation of systems and equipment to be employed by the Marine Corps.

Military Standard 1806

This standard provides procedures for marking scientific, technical, engineering, production, and logistics technical data, to denote the extent to which they are available for secondary distribution.